

10 December 1990

Decorations, Awards, and Honors

UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND (TRADOC)  
COMMANDING GENERAL’S BEST DINING FACILITY AWARDS PROGRAM  
FOR EXCELLENCE IN ARMY FOOD SERVICE

**Summary.** This regulation governing the conduct of the TRADOC Commanding General’s Best Dining Facility Awards Program for Excellence in Army Food Service is revised to better explain participation in the program.

**Applicability.** This regulation applies to all TRADOC installations.

**Supplementation.** Do not supplement this regulation without approval from Commander,

TRADOC, ATTN: ATBO-HSE, Fort Monroe, VA 23651-5000.

**Suggested improvements.** The proponent of this regulation is the Deputy Chief of Staff for Base Operations Support (DCSBOS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to the Commander, TRADOC, ATTN: ATBO-HSE, Fort Monroe, VA 23651-5000.

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**Chapter 1**  
**Introduction**

**1-1. Purpose.** This regulation provides guidance for participation in and nomination of representatives to the TRADOC Commanding General’s Best Dining Facility Awards Program.

**1-2. Reference.** AR 30-1 (The Army Food Service Program) is a required publication.

**1-3. Explanation of abbreviations.**

- a. AUTOVON      Automatic Voice Network
- b. DCSBOS      Deputy Chief of Staff for Base Operations Support
- c. HQ      Headquarters
- d. POC      point of contact

- e. SSN      Social Security Number
- f. TRADOC      United States Army Training and Doctrine Command

**1-4. Responsibilities.**

- a. The DCSBOS, HQ TRADOC, will—
  - (1) Provide policy guidance for development and conduct of the TRADOC Commanding General’s Best Dining Facility Award Program for Excellence in Army Food Service.
  - (2) Establish specific standards for evaluation in all categories of the competition. Criteria used should further the objectives of the Army Food Service Program set forth in AR 30-1, chapter 14.
  - (3) Plan and announce an itinerary for inspection and evaluation of dining facilities nominated in the TRADOC phase of the competition.

\*This regulation supersedes TRADOC Regulation 672-4, 1 April 1988

(4) Provide two judges to select two winners in each category during the TRADOC phase of the competition. The winners will be chosen from packets submitted by installation commanders. The judges will evaluate the finalists and select one dining facility in each category to represent TRADOC in the Department of the Army Philip A. Connelly Competition. These judges will be from the Logistics Directorate and the Surgeon Directorate.

(5) Announce a winner and runner-up dining facility in each category.

(6) Forward the name of the winning unit in each category to the Commander, United States Army Quartermaster Center and School, ATTN: ATSM-CES-OF, Fort Lee, VA 23801-5000, as the TRADOC representative in the Department of the Army Philip A. Connelly Awards Program for Excellence in Army Food Service.

b. TRADOC installation commanders will—

(1) Evaluate installation dining facilities in the installation phase of the competition.

(2) Select installation dining facilities for participation in the TRADOC phase of the competition.

(3) Forward a packet for each finalist to Commander, TRADOC, ATTN: ATBO-HSE, Fort Monroe, VA 23651-5000, for entry into the TRADOC phase of the competition not later than the first working day of January each year. (See appendix A for information required in each packet.)

(4) Provide appropriate recognition and publicity to winning dining facilities and runners-up.

**1-5. Objective of the TRADOC Commanding General's Best Dining Facility Awards Program for Excellence in Army Food service.** The objectives are to—

a. Improve the professionalism of food service personnel, thus providing quality food service to soldiers.

b. Provide recognition for excellence in food service in dining facilities.

c. Add a higher level of competition among TRADOC installations.

**1-6. Categories of competition.** The categories of competition are—

a. Small dining facility. The facility averages 200 or less diners per meal, regardless of entitlement, during the month of October each year.

b. Large dining facility. The facility averages 201 or more diners per meal, regardless of entitlement, during the month of October each year.

c. Field kitchen. Battalions or larger commands that have an organic field food service capability and a field food service mission.

**1-7. Phases of the program.** The program is divided into two phases of competition—installation and TRADOC.

a. In the installation phase, installation commanders evaluate dining facilities to select finalists for participation in the TRADOC phase of the competition. They will send a packet containing the information listed in appendix A to Commander, TRADOC, ATTN: ATBO-HSE, not later than the first working day of January each year.

b. In the TRADOC phase, a panel of judges from HQ TRADOC will evaluate each packet and select two finalists in each category. The judges will inspect the finalists in each category to select dining facilities to represent TRADOC in the Department of the Army Philip A. Connelly Awards Program for Excellence in Army Food Service.

**1-8. Participation.**

a. Participation in the TRADOC Commanding General's Best Dining Facility Awards Program for Excellence in Army Food Service is mandatory for all TRADOC installations. Installation commanders must participate in at least one category—small or large. Participation in the field kitchen category is voluntary.

b. Contractor-operated dining facilities are included in all levels of competition.

## **Chapter 2**

### **Guidelines for Participation and Conduct**

**2-1. Selection of dining facility.** Installation commanders will conduct competitive inspections of all dining facilities and select only one finalist in each competitive category.

**2-2. Eligibility.** All TRADOC small and large appropriated fund dining facilities, including those which are contractor operated, are eligible. They will be considered in the dining facility categories of competition.

**2-3. Nomination of finalist.**

a. Installation Food Advisors will nominate their finalists by submitting packets to Commander, TRADOC, ATTN: ATBO-HSE, Fort Monroe, VA 23651-5000. Packets must arrive not later than the

first working day of January each year. (See appendix A for the information required in each packet.)

b. An installation commander who nominates a unit whose mission, location, and/or unit designation are classified will ensure that information provided per paragraph a above can be used for news releases and publicity purposes without requiring the approval of the nominating command.

#### **2-4. Final evaluation of competition.**

a. The evaluation team, provided by the DCSBOS, HQ TRADOC, will select the winner and runner-up units in each category.

b. Dining facilities selected as finalists in the installation competition will maintain the following information for the month of October each year:

- (1) Dining facility records.
- (2) Supporting menu.
- (3) Head count data.
- (4) Financial status data.

c. The TRADOC evaluation phase of the dining facility competition will begin on or about 2 January each year. The TRADOC Food Advisor will announce the finalists in the TRADOC phase (based on packets submitted) and send an inspection itinerary to all installation commanders by the eighth duty day of January each year.

d. Based on inspections, winning dining facilities will be announced by 15 February each year. They will represent TRADOC in the annual Department of the Army Philip A. Connelly Awards Program for Excellence in Army Food Service.

#### **2-5. Presentation of awards.**

a. Commanders at each level of command are encouraged to present appropriate awards to winners at all levels of competition up to and including the finalist in each category selected by that command.

b. The awards for each category of competition will be a plaque and a TRADOC Certificate of Achievement.

(1) For winners, the Commanding General, TRADOC, will sign the certificate.

(2) For runners-up, the DCSBOS, HQ TRADOC, will sign the certificate.

c. The DCSBOS (ATBO-HSE) will mail plaques and certificates to the Director of Logistics/Director of Installation Support at each installation that has a winner and runner-up.

d. Each installation commander or a designated representative will present a plaque and TRADOC Certificate of Achievement to the winner and runner-up in each category on behalf of the Commanding General, TRADOC.

**2-6. Funding.** Expenses incurred incident to administering the program within each installation are borne by the command concerned from available funds.

#### **2-7. Publicity.**

a. Commanders at all levels will ensure appropriate publicity for this program. Coordinating with Public Affairs Offices/Officers or providing articles for local papers and television will satisfy this requirement.

b. Installation commanders will submit copies of press releases and publicity photographs to the Commander, TRADOC, ATTN: ATBO-HSE, Fort Monroe, VA 23651-5000.

### **Appendix A Contents of Packets**

**A-1.** Packets will be in looseleaf three ring binders.

**A-2.** The first page of the packet will be a memorandum nominating a dining facility. The memorandum will include—

- a. The complete unit designation and address.
- b. The category of competition.
- c. The average actual dining strength for the current year.
- d. The authorized and assigned strength of food service personnel.
- e. The name, grade, unit address, and AUTOVON and commercial telephone numbers of point of contact (POC) and alternate POC. Either the POC or the alternate POC will be a member of the nominated finalist unit.

f. An authorization for direct communication with the DCSBOS, HQ TRADOC (ATBO-HSE).

**A-3.** The memorandum will have the following five tabs behind it. (Do not staple the tabs to the memorandum.)

a. Tab A.

(1) For military units, include the following information for the food service officer and the food service sergeant:

- (a) Name, grade, and social security number (SSN).
- (b) Biographical sketch.

(c) Two 5 by 7-inch color bust photographs of each. (Dress will be Class A uniform.)

(2) For contract-operated facilities, include the following information for the representative from the military unit and the contractor who are closely related to the food service operation:

(a) Name and SSN.

(b) Biographical sketch.

(c) Two 5 by 7-inch color bust photographs. (Dress will be contractor Class A uniform.)

b. Tab B. A brief historical summary of the unit or contractor including a mission statement.

c. Tab C.

(1) Names, grades, and length of assignment of assigned/attached military food service personnel and scheduled date they will be eligible for permanent change of station, if applicable.

(2) Food service courses completed by military personnel or related training/civilian experience of contract personnel.

d. Tab D. Color photographs (5 by 7-inch) of the following—

(1) Kitchen, storeroom, loading dock, office, dining area, and serving lines (when idle and when set up).

(2) Head-count area, latrines, and employee lockers (if on hand).

(3) Pot and pan area and dishwashing area.

(4) A meal being prepared in the kitchen and a meal being served to soldiers.

(5) A wide-angle photograph of the exterior of the building.

(6) A group photograph of the dining facility staff.

e. Tab E.

(1) Copies (no originals) of the following information:

(a) The last Quarterly Action Plan (military dining facility only).

(b) The last DA Form 4550-R (Meal Card Verification).

(c) The Headcounter Standing Operating Procedures.

(d) The Energy Conservation Plan.

(e) DA Form 3988-R (Dining Facility Equipment Replacement Record).

(f) DA Form 3980-R (Dining Facility Account Card) for October each year.

(2) Copies of the following forms covering the last 15 days of October:

(a) DA Form 3034 (Production Schedules).

(b) DA Form 3034-1 (Sensitive and High Dollar Item Disposition).

(c) DA Form 3034-2 (Disposition of Subsistence).

(d) DA Form 3032 (Signature Headcount Sheet).

(e) DA Form 3033 (Headcount Record).

(f) DA Form 3546-R (Control Record for Dining Facility - DD Form 1544).

(g) DA Form 5309 (Operational Ration/Box Lunch Control Sheet).

FOR THE COMMANDER:

OFFICIAL:

JAMES W. VAN LOBEN SELS  
Major General, GS  
Chief of Staff



DAVID G. FITZ-ENZ  
Colonel, GS  
Deputy Chief of Staff for  
Information Management

DISTRIBUTION:  
TRADOC Instls: D  
(ATTN: DOL/DIS/Food Advisor)

Copies furnished:  
HQDA (DALO-TST-F)  
Commander, USAQMCS, ATTN: ATSM-CES-OF